



JOB SPECIFICATION

ENGINEERING ASSOCIATE

Code 13810

Grade PM 126

General Purpose

Under general supervision, design, evaluate, review and coordinate engineering plans, systems and specifications; and construction, recommend or direct the installation of systems.

Typical Duties:

Develop and design engineering plans, systems and specifications prepared in-house, and review and inspect those prepared by private consultants and contract workers. Involves: Prepare computations, design and draft plans and specifications for engineering projects such as, bridge, streets, mechanical, electrical, or traffic control systems, irrigation or drainage improvement, sewer and water construction/relocation, telecommunication projects, park facilities, buildings, and other capital improvement projects. Utilize computer aided design drafting (CADD) methods, Traffic Management System, or automated management systems specific to area of assignment. Review plans for construction projects. Draft and prepare plans and specifications for the procurement, repair, upgrade or replacement of equipment. Review construction plans to identify design problems and compliance to standards and codes. Determine related issues for possible relocation of existing or proposed water, sewer and utility lines, traffic control signals and signage, streets, roads, irrigation or drainage projects. Make recommendations for changes to plans and specifications. Identify required materials, evaluate costs and prepare estimates. Develop plat profiles and cross-sections from survey notes. Prepare surveys, easement correspondence, and legal descriptions, and calculate metes and bounds. Appraise shortages, excesses, quality and cost of renovating existing facilities. Coordinate projects with utility companies and City departments. Review and interpret street, subdivision, mechanical, electrical, water/wastewater collection and distribution systems or traffic control plans, specifications, proposals and structures prepared by private consultants and contract workers. Supervise and inspect assigned projects under contract. Enforce safety rules and regulations. Inspect workmanship, materials and equipment used in construction or installation of engineering projects in area of assignment.

Assist in administrative duties. Includes: Prepare contract or bid specifications. Assist or prepare draft Requests for Proposals. Review contractor packages for project bid proposals. Research issues, conduct studies and/or surveys, review code, trade, regulation, and engineering manuals in assigned area, compile data, develop spreadsheets to evaluate statistical data and testing/research results. Investigate and respond to citizen, City Official, consultant, contractor, or customer inquiries and complaints. Work with individuals and citizen groups to negotiate or determine most appropriate course of action for resolution. Assist in long and short range planning for area of assignment. Manage documents, maintain records, review and prepare assigned project reports.

May oversee small staff. Involves: Schedule, assign, instruct in, guide and check work. Appraise employee. Provide for training and development. Enforce personnel rules, regulations, and work behavior standards. Counsel, motivate and maintain harmony. Recommend transfers, discipline, merit pay or other employee status changes.



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Knowledge, Skills, and Abilities

- Application of good knowledge of principles and practices as they relate to engineering, surveying, drafting, and design specific to area of assignment.
- Application of good knowledge of methods, materials, tools and equipment used in engineering area of assignment.
- Application of good knowledge of conducting research studies, testing, analysis, and interpretation of data in area of assignment.
- Application of some knowledge of cost analysis.
- Application of good knowledge and use of personal computer, CADD techniques, and/or automated management systems specific to area of assignment.
- Evaluate and prepare plans and design specifications.
- Read and comprehend technical engineering documents.
- Clear concise oral and written communications to effectively respond to common inquiries and complaints.
- Establish and maintain effective working relationships with City officials, consultants, supervisors, coworkers, contractors, regulatory agencies and the general public.

Other Job Characteristics

- None.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a Bachelor's degree in engineering.

Licenses and Certificates: None.